

Paralegal Contract and Confidentiality Agreement

This is a contract entered into by Tamara L. Morgan of Your Best Paralegal (hereinafter referred to as "the Provider") and _____, of _____, (hereinafter referred to as "the Client") on this _____ day of _____ 2021. The Client hereby engages the Provider to provide paralegal services described herein under "Scope and Manner of Services." The Provider hereby agrees to provide the Client with such services in exchange for consideration described herein under "Payment for Services Rendered."

Scope and Manner of Services

Services to Be Rendered By Provider: Demand Letter Preparation, Medical Records Retrieval, Medical Chronologies, and Litigation Support.

Turnaround Time: Standard turn-around time for demand letters will be 5-7 business days from date of work received by the Client.

Payment for Services Rendered: The Client shall pay the Provider for services rendered upon receipt of work product on any invoice for services rendered from the Provider at a rate of \$195.00 for any soft-tissue demand and \$250.00 and up for substantial demand cases. The above service rates include preparation of a demand letter. Any other services will be charged at a flat rate of \$50.00 per hour.

Confidentiality

Ownership: Client owns the final rights to all products produced by Provider.

Nondisclosure and Nonsolicitation: Provider shall not directly or indirectly disclose to any person other than a representative of the Client at any time either during the term, or following the termination of this contract, any confidential information related to the Client.

Confidential Information: Provider agrees to take all steps necessary to protect the confidentiality of client information from falling into public domain or into the possession of unauthorized persons.

Applicable Law

This contract shall be governed by the laws of the County of Pierce in the State of Washington and any applicable Federal law with respect to jurisdictional paralegal services. In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

Date

Date